

OFFICE OF CHILD CARE - CAREER LADDER CLASSES
TRAINING RUBRIC FOR LICENSING SPECIALISTS (2.8 – A9 01/12)

When assessing Child Care Resource and Referral courses, if a training covers topics required by Child Care Licensing rule, the Licensing Specialist will use the licensing codes in the top left hand corner of the training certificate.

The number listed is the topic covered in accordance with the following chart:

Topic Areas	#1: Abuse	#2: Principles of Growth, incl. Brain Development	#3: Positive Guidance	#4: Shaken Baby	#5: Coping with Crying Baby	#6: SIDS
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The information following the number specifies which sessions covered that topic:

All = all sessions on the page contained this topic

S = session - training information on the topic is taught in the session (i.e.: Session 4=S4)

For example:

Licensing Code: #2-S2/4, #3-S2/4 indicates that Principles of Growth, including Brain Development and Positive Guidance were taught in sessions 2 and 4 of the training.

If a certificate does not have any Licensing Codes listed check the **date** of the training:

- If it is after Spring of 2010, then no topics required by Licensing were included.
- If it is Spring of 2010 or earlier, check the Training Rubric dated 11/2010 or call the Training Specialist to see if any required topics were covered.

All career ladder classes are child care related training and do count towards required annual training hours.

BASIC CHILD CARE:

(Class could also be listed as Sharing the Caring, Target, or Basics of Child Care on the certificate.)

All Basic Child Care classes taught by Child Care Resource and Referral include all the required topics listed above. The following chart indicates the Basic Child Care classes that also read the Licensing rules:

REGIONS	Bridgerland	Northern	Metro	Mountainland	Eastern	Western
Licensing Rules	No	No	Yes	Yes	Yes	No

COMMUNITY CAREER LADDER CLASSES

When assessing Community Career Ladder Courses and no topics are listed on the certificate, use the following chart to determine what topics were covered.

Topic Areas Class Name	#1: Abuse	#2: Principles of Growth, incl. Brain Development	#3: Positive Guidance	#4: Shaken Baby	#5: Coping with Crying Baby	#6: SIDS
CHILD DEVELOPMENT		X				
DEVELOPING A COMMUNITY OF CARING		X	X			
FIRST STEPS		X				
HELP ME GROW (ASQ)		X				
KUED READY TO LEARN		X				
STEWARDS OF CHILDREN	X					
TOP STAR		X				
WHAT DO YOU DO WITH THE MAD THAT YOU FEEL		X	X			
ONLINE COURSES						
CARE CLASSES:						
Managing Health and Safety in Child Care	X	X				
Understanding Children		X	X			
Principles of Child Development and Learning		X	X			
Many Ways to Learn		X				
Child Development and Guidance		X	X			

Topic Areas Class Name	#1: Abuse	#2: Principles of Growth, incl. Brain Development	#3: Positive Guidance	#4: Shaken Baby	#5: Coping with Crying Baby	#6: SIDS
CARE COURSES, cont.						
Observing and Recording and Assessing Children's Development		X				
Infants in Child Care		X				X
Toddlers in Child Care		X				
Preschoolers in Child Care		X				
Inclusive Early Childhood Programs		X				
Children with Special Needs		X				
Discipline in Child Care		X	X			
Nurturing Children's Self Esteem		X	X			
KUED TEACHERLINE:						
Preparing Teachers for Success		X				
Ready to Read and Write with Digital Media		X				
Developing Early Literacy with Children		X				
Ready to Learn Online		X				
YOUTH DEVELOPMENT INSTITUTE						
All Classes	X	X	X			

NOTE: If the class is not listed, no required topics were covered, with the following exceptions:

MEDICATION ADMINISTRATION: Includes Section 17 of Child Care Licensing Rules.

LICENSING CLASSES: Includes the sections of the rule listed on the certificate.